

PURCHASING ASSOCIATE – DEO – SBOP
POSITION SUMMARY
Position Number 333716

This is a Purchasing Associate position within the Wisconsin Department of Administration, State Bureau of Procurement (SBOP or Bureau), Consolidated Agencies Purchasing Services (CAPS) Section. The CAPS section is responsible for the coordination of activities involved with the procurement and requisition of commodities and services for its Consolidated Agencies, including the Department of Administration. The position involves approving requisitions in the STAR system for 11 State Agencies, 10 attached Boards (the Consolidated Agencies) and various other small non-delegated Agencies. Under close supervision, the individual is responsible for duties related to administrative support for the CAPS section, the review of purchase requisitions, performing training on the requisition process and performing periodic reviews of CAPS Agencies to ensure compliance with procurement policy.

30% A. AUTOMATED PURCHASING SYSTEM

A1. Review purchase requisitions for accuracy and completeness to ensure the proper procurement authority is used and supporting documentation is attached. Contact CAPS Agencies as needed to resolve issues.

A2. Provide training on the automated purchasing system. This includes new DOA staff and CAPS supported Agencies when requested.

A3. Utilize the automated purchasing system to conduct periodic reviews to ensure the CAPS Agencies are compliant with State policies related to the use of mandatory contracts, competitive requirements and avoidance of serial purchasing.

A4. Suggest policies to ensure accuracy and accountability for CAPS requisition responsibilities and the Consolidated Agency work flow process.

30% B. PURCHASING SUPPORT SERVICES

B1. Perform purchasing support services for CAPS procurement staff regarding Request for Bids/Proposals, Abstracts, Contracts and Amendments. Proofread documents for accuracy.

B2. Coordinate the preparation and processing of Questionnaires and Legal Notices.

B3. Assist procurement managers with bid openings and closings. Prepare contract and bid files. Conduct bid openings in the managers' absence. Provide recordkeeping support for Bids and Proposals as well as Amendments, Questionnaires and other related documents.

B4. Assist managers with standard committee meetings, vendor conferences and award meetings. Prepare and send meeting agendas and maintain up-to-date distribution lists. Record, draft, finalize and distribute meeting minutes as directed.

B5. Manage contract files for assigned procurement areas, checking materials to ensure completeness. File contract within one week after contract distribution and may additional documents upon receipt from the procurement manager. Update files on a quarterly basis by

ensuring expired contract files are submitted to the Records Center. Make recommendations to Section Chief for new procedures as needed.

B6. Assist procurement managers with posting and updating contracts and bids on VendorNet (or other automated procurement system) to ensure timeliness of information provided to vendors and State Agencies.

B7. Accept and date/time stamp official sealed bids and proposals. Ensure confidentiality of bids and bidder list log. File and secure bids in the bid file until due date. Provide receipt of bid documentation if requested.

B8. Respond to questions from vendors, municipalities and the public regarding VendorNet, or other automated purchasing system, registration. When necessary, forward questions to the appropriate Bureau staff. Provide follow-up communications to customers as necessary.

B9. Ensure that all contract vendors are registered in STAR and obtain completed W9's from those that are not.

20% C. PROVIDE ADMINISTRATIVE ASSISTANCE AND SUPPORT FOR ALL SECTION ACTIVITIES

C1. Maintain files or other processes to maintain priorities and keep tasks and assignments organized for timely completion. Review regular daily, weekly, monthly, quarterly and annual activities and respond meeting all deadlines.

C2. Provide word processing, spreadsheet creation and data entry support as needed. Maintain data documents as required.

C3. Maintain the CAPS purchasing P-Card data file. Verify the purchasing card statements with purchases made.

C4. Assist staff with travel arrangements including state fleet vehicles, airline, hotel, rental car and conference registrations.

C5. Coordinate meeting room arrangements, reserve laptop equipment and establish WisLine Conference call arrangements.

20% E. PERFORM OTHER DUTIES, INCLUDING SPECIAL PROJECTS, AS ASSIGNED.

Knowledge, Skills and Abilities

1. Effective oral and written communication skills
2. Effective skill in using the Microsoft Office Suite
3. Ability to prepare clear and concise oral and written reports
4. Interpersonal skills including the ability to maintain effective working relationships with co-workers and customers. Must be able to work effectively with a diverse population.
5. Strong organizational skills and attention to detail
6. Willingness to learn new business systems and increase and build procurement knowledge and skills.